



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: POLICE OFFICER	GRADE: 5
DEPARTMENT: POLICE DEPARTMENT	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
APPROVED BY: _____ City Administrator	_____ Date
_____ Human Resources	_____ Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

This is an entry level in which employees are trained in general duty police work to protect life and property through the enforcement of laws. Must take oath of office.

SUPERVISION AND GUIDELINES:

Duties are performed under administrative directive and supervision. Some latitude for independent decision making.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Patrols an assigned area by car or on foot to prevent crime and maintain law and order; investigates citizen complaints and unusual conditions; makes preliminary investigations; examines roadways, traffic controls, and roadway hazards; enforces traffic regulations; investigates accidents, interviews principals and witnesses, takes statements, clears obstructions, prepares accident report; directs traffic at special events, during emergencies, or when traffic conditions warrant special control; makes arrests, guards prisoners, locates and questions suspects and witnesses, takes statements; prepares reports on investigations, offenses, arrest and activities; collects and identifies evidence; testifies in court; administers first aid to sick and injured persons; controls riots, disturbances and other civil disorders' answers inquiries from the public; assists motorists; pedestrians and other citizen; assists other law enforcement agencies; maintains efficiency in the use of weapons and tools; leads and assists lower level officers in the performance of such work; community relations or planning sections; performs related duties as assigned and at the discretion of the Chief of Police.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of geography, street system and routes of the city; of traffic codes; of personal safety procedures; of principles of first aid; of operation of equipment; of criminal codes; of departmental policies and procedures; and of city ordinances and the laws of the state of New Mexico.

Ability to qualify and to operate police vehicle, firearms and other assigned equipment; to evaluate and determine appropriate action in a variety of routine and emergency situations; to communicate effectively, both orally and in writing; to establish effective working relationships with fellow employees and the public; to accurately complete report forms; to remain calm under stressful situations: and to be courteous, loyal and possess high moral standards and integrity.

Ability to attend forty (40) hours of bin-annual training as required by the NMLEA.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

1. High School Diploma or General Educational Development (GED) test.
2. Law Enforcement Academy Certified or if certified out of state must be certifiable thru NMLEA within one year of hire.
3. Bilingual in English and Spanish, preferred.

LICENSE AND CERTIFICATES

1. Must possess a current valid driver license

OTHER

1. Must pass a comprehensive background investigation including fingerprints and arrest record check and polygraph test. Record must be clear of felony conviction.
2. Must submit to and successfully complete, psychological screening and evaluation.
3. Must pass a medical examination.

ENVIRONMENT AND PHYSICAL FACTORS:

Duties perform inside and outside under variable conditions; Routinely exposed to possibility of bodily harm. Requires arduous physical exertion under a variety of conditions. You will work weekends nights and holidays when called upon.

